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All other editions
obsolete

U.S. DEPARTMENT OF ENERGY
REPORTING REQUIREMENTS CHECKLIST

1. PROGRAM/PROJECT TITLE Furnish & Install Chain Link Fence		2. IDENTIFICATION NUMBER DE-AF28-06RW12372										
3. PARTICIPANT NAME AND ADDRESS												
<p>A. General Management</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Management Plan</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Status Report</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Summary Report</div> <p>B. Schedule/Labor Cost</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Milestone Schedule/Plan</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Labor Plan</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Facilities Capital Cost of Money Factors Computation</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Contract Facilities Capital and Costs of Money</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Cost Plan</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Milestone Schedule/Status</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Labor Management Report</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Cost Management Report (with each invoice and yearly)</div> <p>C. Exception Reports</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Conference Record</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Hot Line Report</div> <p>D. Performance Measurement</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Management Control System Description</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> WBS Dictionary</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Index</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Element Definition</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Cost Performance Reports</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Format 1 - WBS</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Format 2 - Function</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Format 3 - Baseline</div>	Frequency	<p>E. Financial Incentives</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Statement of Income and Expense</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Balance Sheet</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Cash Flow Statement</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Statement of Changes in Financial Position</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Loan Drawdown Report</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Operating Budget</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Supplementary Information</div> <p>F. Technical</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Notice of Energy RD&D Project (Required with any of the following)</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Technical Progress Report</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Draft for Review</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Final for Approval</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Topical Report</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Final Technical Report</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Draft for Review</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Final for Approval</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Software</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input checked="" type="checkbox"/> Other (Specify) <u>See Page 2</u></div>	Frequency									
<p>5. FREQUENCY CODES</p> <table style="width: 100%;"> <tr> <td style="width: 33%;">A - As Required</td> <td style="width: 33%;">M - Monthly</td> <td style="width: 33%;">S - Semi-Annually</td> </tr> <tr> <td>C - Change to Contractual Agreement</td> <td>O - Once After Award</td> <td>X - With Proposal/Bid/Application or with Significant Changes</td> </tr> <tr> <td>F - Final (end of effort)</td> <td>Q - Quarterly</td> <td>Y - Yearly or Upon Renewal of Contractual Agreement</td> </tr> </table>				A - As Required	M - Monthly	S - Semi-Annually	C - Change to Contractual Agreement	O - Once After Award	X - With Proposal/Bid/Application or with Significant Changes	F - Final (end of effort)	Q - Quarterly	Y - Yearly or Upon Renewal of Contractual Agreement
A - As Required	M - Monthly	S - Semi-Annually										
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F - Final (end of effort)	Q - Quarterly	Y - Yearly or Upon Renewal of Contractual Agreement										
<p>6. SPECIAL INSTRUCTIONS (ATTACHMENTS)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input checked="" type="checkbox"/> Report Distribution List/Addressees (See Page 2)</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Reporting Elements</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Due Dates</div> </div> <div style="width: 48%;"> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Analysis Thresholds</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Work Breakdown Structure</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> Other</div> </div> </div>												
<p>7. PREPARED BY (SIGNATURE AND DATE)</p> Garald L. Smith <i>Garald L. Smith</i> 2-8-06		<p>8. REVIEW BY (SIGNATURE AND DATE)</p> Spencer R. Peterson <i>Spencer R. Peterson</i> 2-8-06										

Report Distribution List

Report Plan	Frequency	Number of Copies	Addressee(s) (See Below)
Certified Payrolls	A	1	1
Invoices	F	2	1,3
Design Reports as follows: (Per Section 4 of Statement of Work)			
1. Complete set of construction documents, to include vendor manuals.	A	3	2
2. Reproducible drawings: final plotted design drawings with professional Contractor firm identified.	A	1 set	2
3. Final drawings: Full size copies of final design drawings with professional architect and engineer's seal(s) affixed.	A	1 set	2
4. Original specifications: print-ready specifications, unbound.	A	1 set	2
5. Final specifications: bound specifications with engineer's seal(s) affixed.	A	1 set	2
6. Construction schedule.	A	1	2
7. Closeout submittals: Any changes & as-built drawings associated with the completion of the fencing project & final inspection/acceptance report.	A	1	2

Deliverables Distribution

1. **U.S. Department of Energy**
Office of Civilian Radioactive Waste Management
Attn: Alma Romero
1551 Hillshire Drive
Las Vegas, NV 89134-6321
2. **U.S. Department of Energy**
Office of Civilian Radioactive Waste Management
Attn: Garald Smith
1551 Hillshire Drive
Las Vegas, NV 89134-6321
3. **U.S. Department of Energy (original invoice)**
Oak Ridge Financial Service Center
P.O. Box 5807
Oak Ridge, TN 37231